

Disaster Response & Recovery

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Connecting to New York's Collections

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Be Disaster Ready!

Benefits of a Disaster Plan

- Prevent or mitigate disasters
- Prepare for the most likely emergencies
- Respond quickly to minimize damage if a disaster happens
- Recover effectively from a disaster while continuing to provide services to your community.

Identifying Risks

- what are the main threats to your collections
- what can be done to mitigate those threats
- what are the collections that are most critical to your institution and its mission
- what would be irreplaceable after an emergency.

Two Types of Disasters

Natural disasters



Man-made disasters



Risks Associated with Your Building



Risks Associated with Your Building



Risk during Renovation



Hazards in Your Collections



imakeprojects.com

Hazardous materials mitigation

- Inventory hazardous materials and conduct a visual inspection for any visual changes or odors
- Store hazardous materials appropriately and clearly label them as hazardous or potentially hazardous
- Inform the local fire marshal of these items and their location in your institution
- Always wear the appropriate personal protective gear when handling these materials
- And get expert advice to keep you, your staff, your collections and your building safe.



Conserve O Gram

August 1998

Number 2/10

Hazardous Materials In Your Collection

<http://www.nps.gov/museum/publications/conserveogram/02-10.pdf>

Invite Fire Dept. for a Tour

- share your disaster plan with fire marshal
- point out areas of concern
- indicate location of high priority salvage items
- ask them if they have any concerns regarding your building or collections.





Response & Recovery Plan

- disaster response team information
- salvaging information technology tools
- library relocation plan
- salvage priorities for collections & institutional records
- evacuation and emergency procedures
- command center/temporary work space
- copies of insurance policies

Effective Emergency Response

- Floor plans with location of high priority collection items
- List of emergency resources/suppliers
- An outline of staff roles and responsibilities
- Emergency contacts and call list
- Evacuation procedures
- Forms/checklists to document the disaster
- Press release templates



Disaster Response Team



Members of Disaster Response Team

- Disaster Team Leader
- Administrator/Supplies Coordinator
- Collections Recovery Specialist
- Subject Specialist/Department Head
- Work Crew Coordinator
- Technology Coordinator
- Building Recovery Coordinator
- Security Coordinator
- Public Relations Coordinator
- Documentation Coordinator

Disaster Supplies

- Absorbent paper
- Brooms and dustpans
- Camera
- Clipboards , paper, pencils
- Construction materials
- Dehumidifier
- Dry chemical sponges
- Extension cords
- First aid kit
- Flashlights
- Freezer or wax paper
- Gloves
- Hard hats
- Heavy plastic sheeting
- Ladders
- Mops, buckets, sponges
- Paper towels
- Plastic (milk) crates
- Plastic buckets and trash cans
- Plastic garbage bags
- Plastic sheeting
- Polyethylene bags (various sizes)
- Protective masks/glasses
- Rubber and/or plastic aprons
- Rubber boots
- Safety glasses
- Sponges
- Sturdy boxes
- Tool kit (crowbar, hammer, pliers, screwdriver)

Setting Priorities



Setting Collection Priorities

- collecting parameters from collection management policy
- collections directly relating to your mission statement
- department heads create priority list for their collections.
- institution-wide collection priority list created from departmental lists

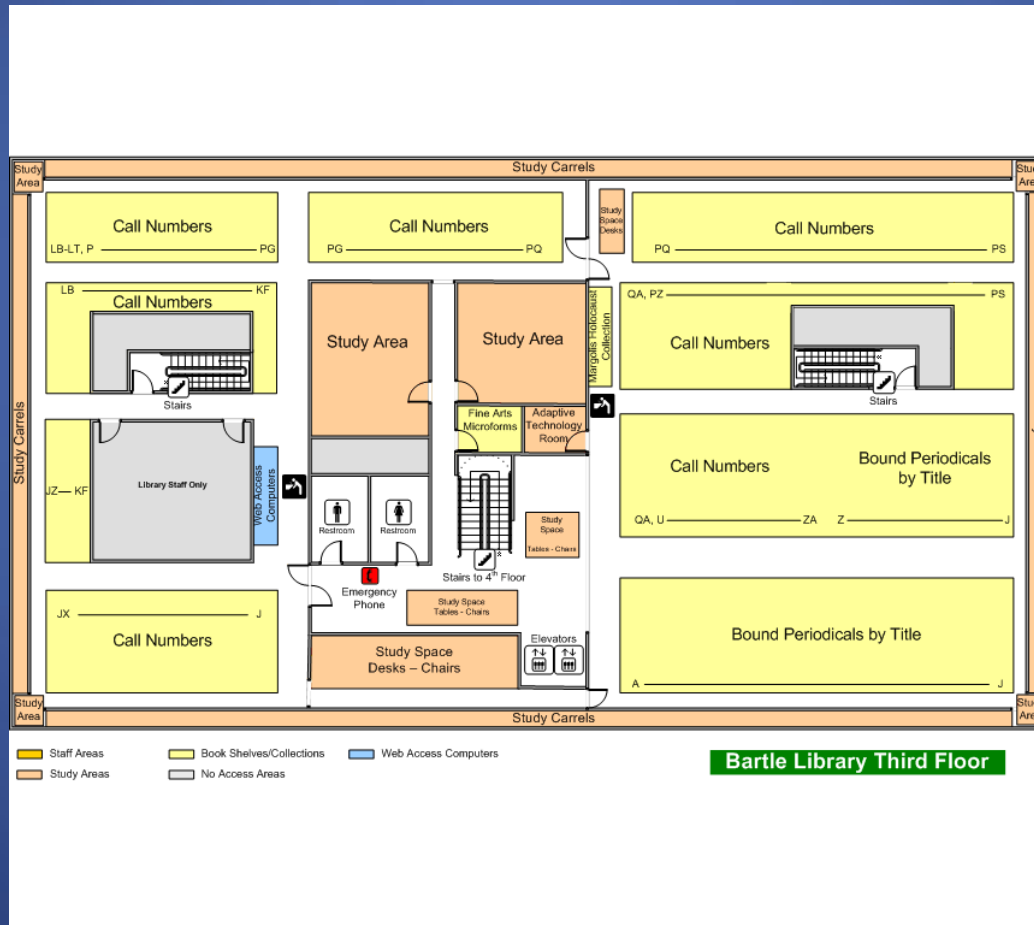
Containerization for Quick Retrieval



Guidelines for Setting Collection Priorities

- Use
- Uniqueness
- Legal responsibility for retaining records
- Availability of replacements
- Cost of replacement vs. cost of salvage
- Scholarly value
- Value to Institution
- Formats that are vulnerable to damage
- Length of time in adverse conditions
- Loan items

Floor Plan to Indicate Priority Collections



Collection Triage



What would
you choose
to save?





What can you do?

Where do you
need outside
help?



When is it trash?



Protect Yourself



Handle with Care



Remove dirt
and debris with
care





Mold

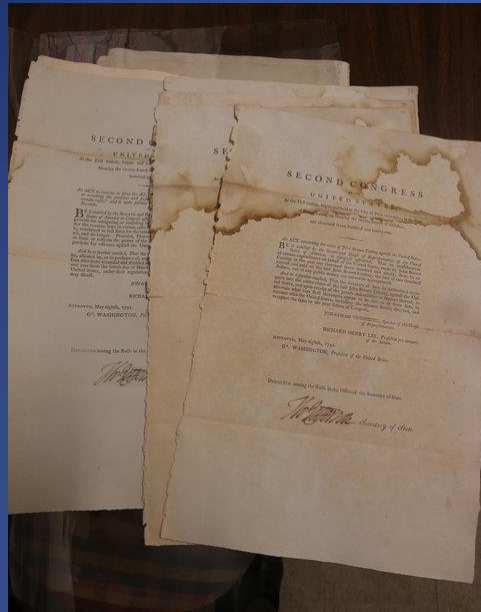




Air-drying



Paper and Books





Framed Artwork





Photographs



Textiles





Furniture



- BASKETS:

Pad with uninked newsprint, keep lids on, and dry slowly.

- LEATHER:

Shape, pad with absorbent material, and air dry.

- BONE/IVORY:

Dab to absorb excess water and place under plastic sheeting to slow drying.

- METAL:

Dry metal as quickly as possible, using fans and/or sun.



Sound & Video Recordings



Heritage Preservation Streaming Disaster Recovery Videos

<https://www.heritagepreservation.org/programs/TFRespRecover.html>

I THINK WE MAY NEED TO
UPDATE OUR DISASTER RECOVERY PLAN.
THIS ONE SUGGESTS WE ALL RUN
AROUND IN CIRCLES SHOUTING
'WHAT DO WE DO?!!' 'WHAT DO WE DO?!!'



AIC-CERT

AMERICAN INSTITUTE FOR CONSERVATION
COLLECTIONS EMERGENCY RESPONSE TEAM

SALVAGING THE PAST FOR OUR FUTURE

AMERICA'S TREASURES AT RISK

From hurricanes and earthquakes to fires and leaking sprinkler systems, disasters can strike anywhere at anytime, and can pose threats to public health and safety, to infrastructure, and to America's cultural heritage. The Heritage Health Index, conducted by Heritage Preservation and the Institute for Museum and Library Services in 2005, found that 80% of collecting institutions in the U.S. did not have an emergency plan that included collections, with staff trained to carry it out. Even with a plan in place, museums, libraries, and archives can easily be overwhelmed by a catastrophic event, especially a regional disaster that also affects the personal lives of staff, their families, and the community at large. AIC-CERT can provide volunteer expertise for advice, coordination of salvage efforts, assessments, and referrals for a broad range of cultural materials.

AIC-CERT AT WORK

"Thank you for everything you and your staff has done to help Iowa museums during the last couple of months. Your offers of assistance in the form of AIC-CERT teams, supplies, and general advice were, and still are, greatly appreciated. Thank you for everything you have done to ease this distressing situation and help Iowa museums on the road to recovery."—*Cynthia Sweet, Executive Director, Iowa Museum Association*

"I want to thank the AIC for the wonderful team of conservators who visited Galveston earlier this month. They rendered an invaluable service to us. The on-site advice was practical, offering us suggestions we had the capacity to implement. Please extend to all three of our team members our thanks."—*Betty Massey, Executive Director, Mary Moody Northern Endowment (Moody Mansion).*

For 24-hour assistance, call (202) 661-8068

SUPPORT

We invite you to support this important resource for America's collections. Although team members volunteer their time, FAIC must pay for their travel, lodging, meals, and supplies, as well as the overall management of the program. Visit www.conservation-us.org/donate to make a secure contribution online, or mail a check (made payable to FAIC) to: AIC-CERT, 1556 15th Street NW, Suite 320, Washington, DC 20005

FAIC is a 501(c)(3) foundation organized to undertake and underwrite programs and initiatives to advance the conservation profession nationally and internationally in all its facets, and to apply the expertise of the profession in addressing the nation's artistic, cultural, and historic preservation priorities globally. Contributions are fully tax-deductible as allowed by law.



AIC-CERT Team, Charleston, SC



PROPERTY **RESTORATION**

Regional Conservation Centers



Regional Alliance for Preservation
www.rap-arcc.org

Eastern Seaboard Members:

- Conservation Center for Art & Historic Artifacts
- National Park Service, Division of Conservation
- Northeast Document Conservation Center
- Peebles Island Resource Center
- The Textile Conservation Workshop
- Williamstown Art Conservation Center

Midwest Members

- The Gerald R. Ford Conservation Center
- Intermuseum Conservation Association
- Midwest Art Conservation Center



AMERICAN
INSTITUTE OF
CONSERVATION
OF HISTORIC AND
ARTISTIC WORKS

SEARCH



ADVANCED
SEARCH

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Resource Center

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[FAIC Cultural Recovery Center](#)

RESOURCE CENTER



Find A Conservator

The tool provides a systematic, consistent method of obtaining current information to identify and locate professional conservation services from all across the United States and abroad. It allows you to address a wide range of conservation problems, whether your needs are long-range or short-term and whether your collection consists of thousands of valuable historic artifacts, one priceless work of art, or items of great personal value.

Learn how to take care of your heirlooms. Read through our series on [Caring for Your Treasures](#) >>

How should I choose a conservator?

[Read our guide](#) >

FIND A CONSERVATOR

ANNUAL MEETING

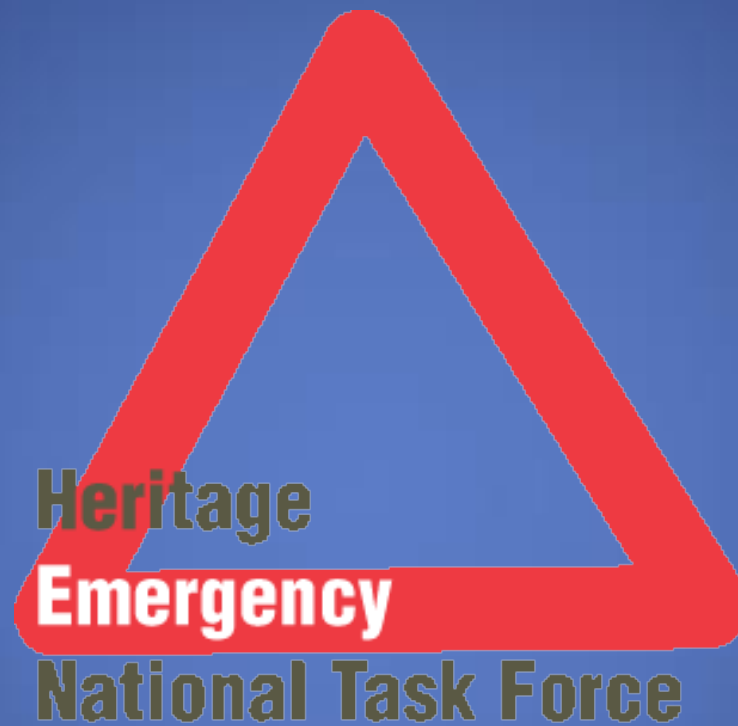
- [Register](#)
- [Submit an Abstract](#)
- [Attend a Workshop](#)
- [Exhibit with Us](#)
- [Past Meetings](#)
- [Future Meetings](#)

CALENDAR



[View All
Events](#)

www.conservation-us.org

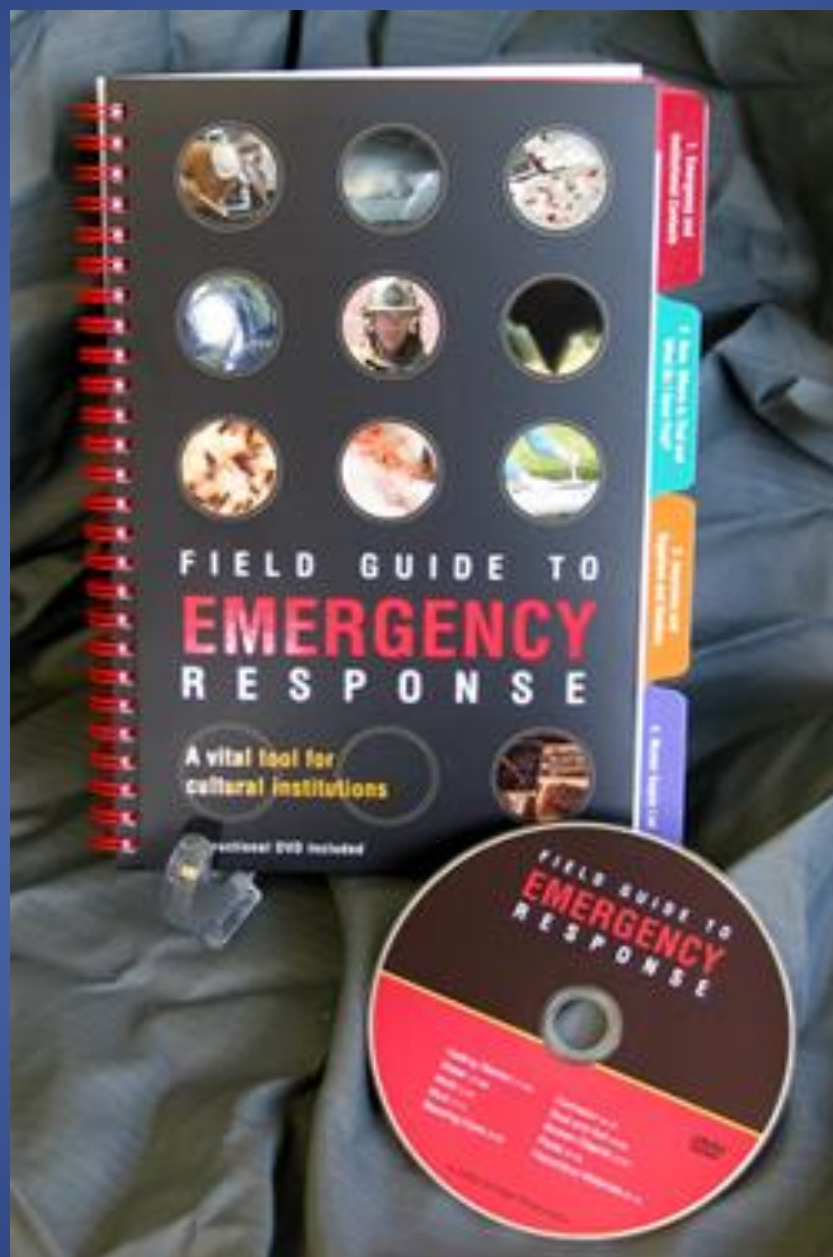


<http://www.heritagepreservation.org>

Heritage Preservation Emergency National Task Force

Its primary goals are to:

- Help cultural heritage institutions and sites to prepare for emergencies and obtain needed resources when disaster strikes.
- Encourage the incorporation of cultural and historic assets into disaster planning and mitigation efforts at all levels of government.
- Facilitate a more effective and coordinated response to all kinds of emergencies, including catastrophic events.
- Assist the public in recovering treasured heirlooms damaged by disasters



FIELD GUIDE TO
EMERGENCY
RESPONSE

A vital tool for
cultural institutions

Illustrated DVD included

FIELD GUIDE TO
EMERGENCY
RESPONSE

Topics include:
• Disaster Preparedness
• Emergency Response
• Recovery and Reopening
• Security and Access
• Insurance and Claims
• Legal and Ethical Issues
• Planning and Prevention
• Public Relations
• Recovery and Reopening

Produced by:
The American Museum of Natural History
In partnership with:
The National Endowment for the Humanities
The National Science Foundation
The National Archives and Records Administration
The National Library of Medicine
The National Aeronautics and Space Administration
The National Oceanic and Atmospheric Administration
The National Security Council
The National Intelligence Community
The National Intelligence University
The National Intelligence Academy
The National Intelligence School
The National Intelligence Library
The National Intelligence Archives
The National Intelligence Library System
The National Intelligence Community Library
The National Intelligence Community Archives
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The National Intelligence Community Archives System
The National Intelligence Community Library System Archives
The National Intelligence Community Archives System Archives



Preparing to Preserve: An Action Plan to Integrate Historic Preservation into Tribal, State, and Local Emergency Management Plans

Includes two flyers:

- an Emergency Planning Model Checklist for Historic Preservation
- 1-2-3 Guide to Building Relationships with Emergency Officials.



Before and After Disasters

Federal Funding for Cultural Institutions

FEMA 533/September 2005



FEMA

Heritage Preservation



NATIONAL HISTORIC
PRESERVATION ACT

Additional Professional Resources

American Institute for Conservation (AIC) Disaster Response and Recovery

American Library Association Disaster Preparedness and Recovery

Institute of Museum and Library Services (IMLS) Connecting to Collections Online
Resource: Respond to an Emergency

Library of Congress Preserving Treasures After A Disaster

LYRASIS Disaster Response and Recovery

National Center for Preservation Technology and Training (NCPTT) Disaster
Recovery

National Park Service Wet Recovery

National Trust for Historic Preservation Disaster Response



The logo for Heritage Preservation, featuring the text "Heritage Preservation" in a serif font, with "The National Institute for Conservation" in a smaller font below it.

A small image of a white astronaut suit.

A small image of a colorful quilt.

A small image of a human skull.

A small image of a black and white architectural drawing.

A small image of a colorful mural.

[Who we are](#) [Programs](#) [Resources](#) [Preservation Calendar](#) [Our Members](#) [Support Us](#) [Bookstore](#) [For Kids!](#)

The logo for the Alliance for Response, featuring three stylized, overlapping circular shapes in red, green, and blue, each containing a smaller circle of the opposite color.

About New York Alliance for Response

Alliance for Response Home

About Alliance for Response

Alliance for Response Tool Kit

Alliance for Response Online

Alliance for Response, NYC (A/R NYC) is a local organization focused on connecting emergency responders with representatives of the cultural heritage community. Our goal is to strengthen mitigation and response capabilities through training exercises, development of local planning efforts and improved dialogue and partnerships. The organization is composed of staff from cultural institutions (security, facilities, health/safety, collections/conservation, and administration), first responders (NYPD, FDNY, OEM) and related industries (insurance/risk management, recovery companies).

The A/R, NYC initiative began with a one-day forum for cultural leaders and emergency professionals held at the Jewish Museum in October of 2004. Those attending included high-level NYC emergency officials, museum directors, curators, administrators, conservators, and

<http://www.heritagepreservation.org/afr/NewYorkCity/>

New York State Resources

- New York City's Department of Cultural Affairs,
“Disaster Recovery and Rebuilding Resources for the
Cultural Community”

http://www.nyc.gov/html/dcla/downloads/pdf/disaster_relief_resources_for_cultural_organizations.pdf

- Museumwise on Disaster Response Resources

<http://www.upstatehistory.org/resources/disaster-response-resources>

- MoMA Hurricane Sandy:Conservation Resources

<http://www.moma.org/explore/collection/conservation/recovery>



FEMA

What are you looking for?



Response & Recovery

[National Disaster Recovery Framework](#)

- [Overview](#)
- [Recovery Support Functions](#)
- [Frequently Asked Questions](#)
- [Resources](#)
- [Recovery Leadership Roles & Responsibilities](#)
- [Long-Term Community Recovery](#)
- [Stakeholder Engagement](#)

[Urban Search and Rescue](#)

- [About Urban Search and Rescue](#)
- [Forms](#)
- [Canine's Role in Urban Search and Rescue](#)
- [Participants](#)
- [Training](#)
- [Resources](#)

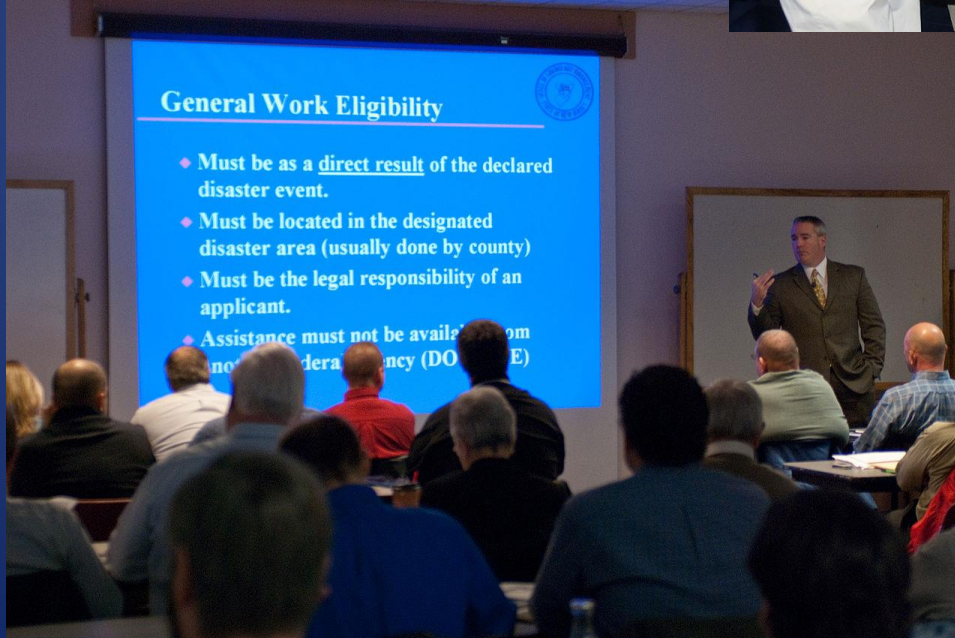
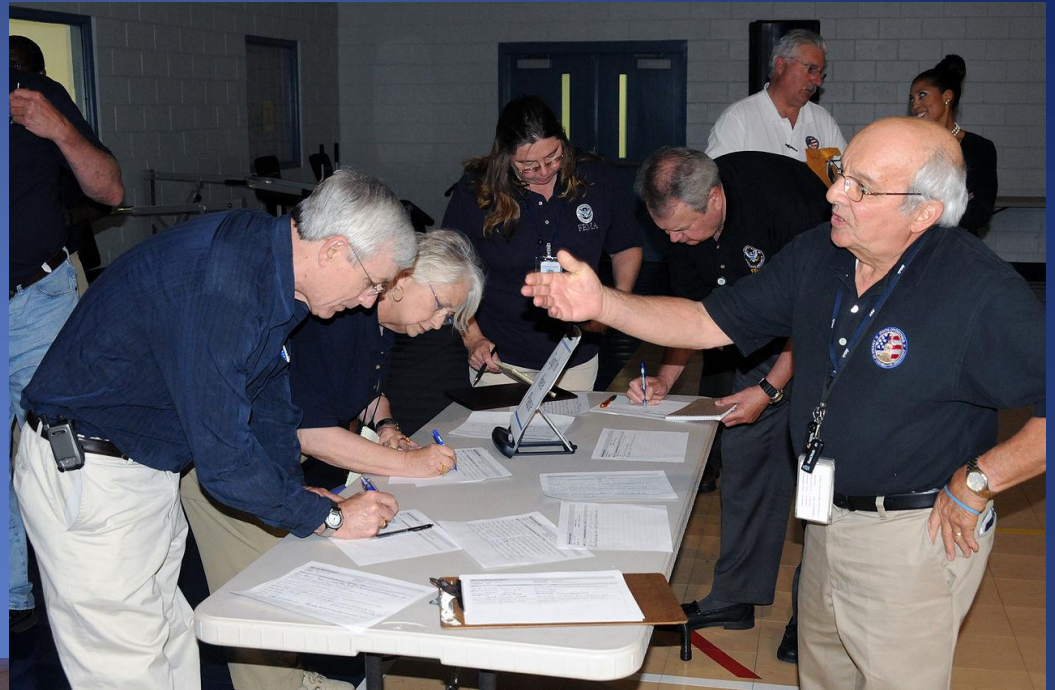
[Disaster Emergency Communications](#)

- [Mobile Emergency Response Support \(MERS\)](#)
- [Mobile Communications Office Vehicle \(MCOV\)](#)

[Community Emergency Response Team](#)

- [About Us](#)
- [Start and Maintain a Program](#)
- [CERT in Action!](#)
- [CERT National Newsletter](#)
- [Teen CERT](#)
- [Training Materials](#)
- [Video Materials](#)
- [CERT Liability Guide](#)
- [Sign Up for CERT Updates](#)
- [Frequently Asked Questions](#)
- [Contact Us](#)

<http://www.fema.gov/response-recovery>



Before a Weather Event Occurs:

- Know what's coming your way. Track the storm at NOAA
- Keep contact information for key staff, services, and resources with you at all times.
- Review your emergency response plan and take it home with you.
- Back up your electronic records and store the back up off site.
- Move priority collections out of basements and off floors.
- Gather plastic sheeting for covering collections, files, and computer equipment stored in vulnerable locations.
- Move vital records and high priority items away from windows and below-ground areas into water-resistant areas.
- Know location/procedures for shutting off water, gas, and electricity.
- Move outdoor objects indoors or secure in place.
- Clean gutters.
- Hold a planning meeting before the storm hits

Getting Ready

- Identify risks to your building and collection
- Mitigate those risks
- Create a Disaster Response Team
- Set Collection and Institutional Records Salvage Priorities
- Become familiar with basic triage for collection salvaging
- Know who can help you on the local, state and national level



Contact Information

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Connecting to New York's Collections

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